



Technology Applications

Grade: 6 th Grade Technology Applications			
Six Weeks: 2 nd 6 Weeks			
Unit: Spreadsheets			
FOCUS	TEKS	Examples/Specifics	Guiding Questions
Spreadsheets	<p>7B Create and edit spreadsheet using all data types, formulas and functions, and chart information</p> <p>8E Integrate acquired technology application skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the foundation and enrichment curricula</p> <p>10C Create a variety of spreadsheet layouts containing descriptive labels and page settings</p> <p>10D Demonstrate appropriate use of fonts, styles, and sizes, as well as effective use of graphics and page design to effectively communicate</p> <p>10E Match the chart style to the data when creating and labeling charts</p>	<p>Such as: Excel Cell Cell Address Gridlines Row Column Row Header Column Header Data Chart Wizard Formula bar Bar Graph Line Graph Pie Graph Stack View Exploded Pie Graph Chart Table Spreadsheet Function Format Worksheet Workbook</p> <p>Such as: identify name and components of a cell, differentiate between a row and a column, enter data in individual cells, navigate through a spreadsheet, select groups of cells and entire rows and columns, insert, size, and delete</p>	<p>What are the parts of a spreadsheet?</p> <p>How do you identify a cell?</p> <p>What are the symbols for add, subtract, multiply and divide?</p> <p>Where do you go to create a chart?</p> <p>What is a label?</p> <p>What kind of data can we put in a spreadsheet?</p> <p>How does a graph make it easy to interpret data?</p> <p>What are all of the different ways that you can move from one cell to another in a spreadsheet?</p>

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FOCUS	TEKS	Examples/Specifics	Guiding Questions
Spreadsheets	See above	<p>Such as: Rows and columns placing titles, formatting cells, adding borders and shading, performing cell merges and alignments, sorting data alphanumerically, create and labeling pie graph, bar graph, and line graph, inserting charts into word processing document,</p> <p>Such as: Enter formulas in cells and recognize the correct order of operations, use functions in spreadsheets, specify cell ranges, use the functions for mathematical mean, minimum and maximum, alter page orientation, place page numbers, headers and footers, print a spreadsheet with gridlines, wrap text in cells, and lock table, column and row titles.</p>	See above